**S.I. PROCEDURE SUMMARY FOR AN INFORMAL EVENT**

**A: THE NIGHT BEFORE THE EVENT**

**Make sure the printer is charged up.**

**B: BEFORE THE EVENT**

1. **Use ‘Clear Back-Up’ purple dibber to clear the START, FINISH AND CHECK boxes.**
2. **Use the ‘Service/Off’ dibber to put the SI-Master box into ‘Time-Master’ mode (2 dibs)**
3. **Put the Programming Stick into the SI-Master box, so that the thin end is protruding, then insert the thin end into all the control boxes AND the Start, Finish, Clear and Check boxes, in order to synchronise them. THIS MAY TAKE A FEW SECONDS.**

**Note: if the box ’beeps’ four times, this indicates the battery is low. If so, it may be better to use an alternative box and Alan Hooper needs to be informed.**

**C: AFTER THE EVENT**

1. **Use the ‘Service/Off’ dibber to turn off all controls (1 dib)**